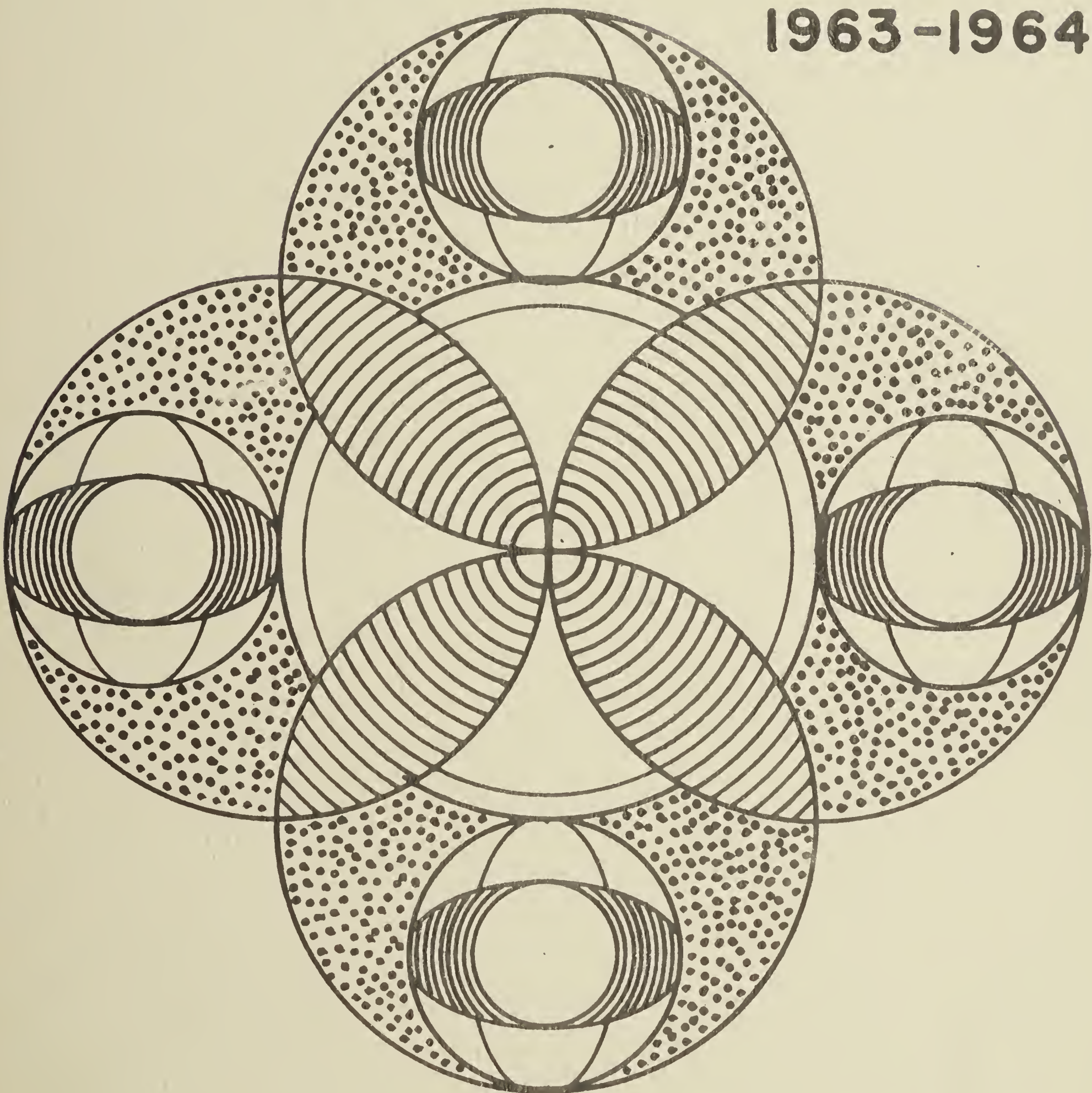


G300
1:963-964

North Carolina State Library
Raleigh N. C.
Doc.

ANNUAL REPORT

1963-1964



CATAWBA VALLEY
TECHNICAL INSTITUTE



Digitized by the Internet Archive
in 2020 with funding from
State Library of North Carolina

https://archive.org/details/annualreport00cata_11

C O N T E N T

	<u>Page</u>
 <u>Student Information</u>	
Number of students.	2
Dropouts.	3
Graduates	4
Student source.	5
Instruction	5
Employment.	6
 <u>Types of Programs Offered</u>	
Regular programs.	8
Special programs.11
 <u>Instructional Staff</u>	
Full time12
Part time12
<u>Library.</u>13
<u>Public Relations</u>15
 <u>Significant Changes</u>	
New programs.19
Status of Institution21
Staff (Instructional)22
Students.23
Curriculums24
Status of high school25
Tentative 5-year plan25
Life Science Building26
Student activities.26
 <u>Adopted Five-Year Plan</u>27
 <u>Fiscal Affairs</u>28
 Recommendations.30
 Summary.34

I N T R O D U C T I O N

The purpose of this report is to present information that we feel has been pertinent in the operation of CVTI during the fiscal year of 1963-64. We have endeavored to present a picture of CVTI covering the various activities, developments and changes that have taken place for the purpose of better evaluating the progress made throughout the year. Information presented in this report has been based upon data obtained from permanent records, reports compiled by the staff, and significant changes that have taken place.

It is felt that CVTI is on a threshold of blossoming into a true Technical Institute which should in all respects be of more benefit to the people and industry of the area. Throughout the past year, CVTI has had direct contact with more people than in any previous year. More students have been placed on jobs than during any other time since the beginning of this Institute in 1960.

The content of this report is accurate to the best of our knowledge. It is hoped that the information submitted will be of benefit to our Board of Trustees and other interested parties for we have attempted to give you a complete picture of our overall operation as presented to the public throughout 1963-64.

STUDENT INFORMATION

CVTI, like any other institution, depends upon services rendered to the public, and that those services command the respect of the general public in order that student enrollments may be developed.

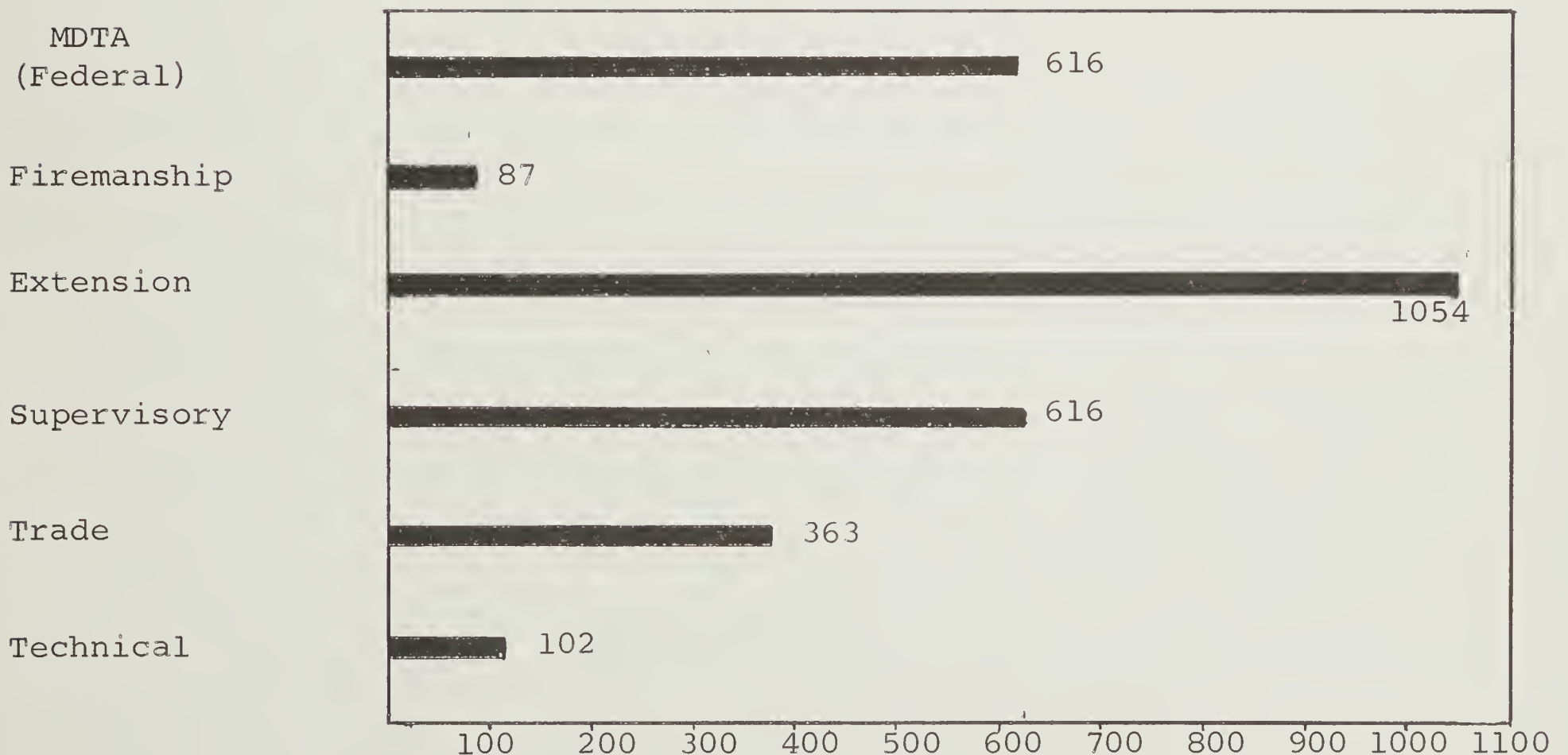
The 1963-64 school year for CVTI has shown considerable growth as in preceding years. It should be noted that the offerings to the public fall into a number of classifications such as Trade, Technical, Supervisory, Extension (more commonly known as Upgrading), Firemanship, and the specialized MDTA and ARA federally-sponsored programs. The classifications are mandatory due to the nature of the training or by direct result of Federal and State legislative action. Therefore, CVTI maintains a cumulative enrollment which includes students who have participated in courses of various types, durations and purposes with one over-all objective; and, that is to prepare people for occupational competencies.

It should be noted that only one classification (Firemanship Training) is not directly connected with industry, but rather can be thought of as a service type of instruction for community benefit. This particular classification is utilized by the various volunteer and municipal fire departments throughout our area.

Student Enrollment

During the 1963-64 school year, 2,838 citizens of Catawba County and the surrounding area have utilized the services, facility and instructional staff of CVTI. FIGURE I below illustrates the six different classifications of student enrollment, and by bar graph gives a comparison between the six. Other significant information concerning student enrollment regards the relationship between the male and female students. In previous years, CVTI has been primarily a male institution, with the first major changes taking place during the 1962-63 school year. That particular year showed a trend toward female enrollment.

FIGURE I



Throughout the 1963-64 school year, the female enrollment increased considerably to the extent of approximately 37.5 percent. Of the 2,838 people registered, 1,065 were female and 1,773 were male.

It should be pointed out that the average age for new students is 29.7 years, which is a 3 percent increase over the previous year. The average education level for all new students entering CVTI was 11.1 years. This has also been an increase over previous years. Indications are that more students who enter CVTI have completed a high school education.

Student Dropout

Like any other educational institution, CVTI has a problem of dropouts. Throughout the fiscal year 1963-64, we have endeavored to make a complete study and analysis of our dropout problem. This includes detailed records kept on each individual dropping out of school, reasons for dropping out, and what might be done to correct this problem. It should be noted that out of our entire pre-employment group of students, CVTI had 69 dropouts. Of this group, we found 23 different reasons why the students chose to discontinue their education. We thought it might be interesting to list the 10 more popular reasons. It should be understood that the reasons are not listed in accordance to predominance, but listed on a general basis:

- (1) Students found employment
- (2) No time to prepare school work
- (3) Sickness in the family
- (4) Failing subjects
- (5) Financial problems
- (6) Lack of interest
- (7) Personal problems
- (8) Change in work schedule
- (9) Excessive absences
- (10) Classes terminated due to insufficient numbers

The balance of the reasons, numbering 13, indicate isolated causes and do not illustrate determining factors in sufficient number to warrant mention.

Graduates 1963-64

Students graduating from CVTI during this past fiscal year total 139. This includes students graduating from 2-year programs, 1-year programs and programs of less than 1 year in length. It might be pointed out that this is the largest number of students that CVTI has yet graduated in one given year since the beginning of the institution.

In federally-supported programs such as MDTA and ARA, a total of 616 students completed training. Of this total number, about 95 percent came from programs in the Morganton area.

It should be of interest to those reading this report to know that although the graduating group increased each year, we still lose a large number of our students to industry prior to graduation. We are continually confronted with the problem of

industry enticing and actually encouraging students to drop school and go to work. We also find that many students will attend school, obtain the education they feel is sufficient for a particular job and then drop out on their own accord to accept these positions.

Student Source

The student body of CVTI is a commuting student body where the bulk of the students come from Catawba, Caldwell and Iredell counties. However, when one views the entire student body, he finds that students come from 11 different counties; namely, Catawba, Iredell, Lincoln, Alexander, Watauga, Cleveland, Burke, McDowell, Caldwell, Wilkes, and Gaston. We have two groups of students who commute daily from Shelby, N. C., and Boone, N. C. These are undoubtedly the furthestest commuting students.

TOTAL CONTACT HOURS OF INSTRUCTION

One of the various records that is maintained by CVTI is the report of total contact hours of instruction that takes place by quarter throughout each fiscal year. Without belittling any of the other accomplishments made at the institution for the fiscal year 1963-64, one of the most significant is the number of contact hours accumulated throughout this past year. The total contact hours comes to 313,680 which is three times greater than the previous year, 1962-63. It should also be noted that this has been done with an increase of only 3 instructional staff

members and represents a definite trend toward programs of longer duration and a decrease in the number of short-term classes.

STUDENT EMPLOYMENT

Much could be said about student employment, the type of positions the students are obtaining and beginning salaries. However, several general statements might well encompass the entire graduating group. It is significant to point out that most students have secured their jobs or made contact with industry prior to graduating from CVTI. In other instances where industry requests personnel, CVTI does endeavor to assist in all ways in providing information and recommending students whenever possible. It could well be pointed out that many of our students have obtained jobs way beyond their expectations; and, in some cases their training.

For example, one of our Automotive Mechanics graduates, 24 years old, is now occupying a position as a Service Manager for one of the largest automotive dealership agencies in the county at a salary in excess of \$500 per month.

Another graduate is the Assistant to the Head Designer for Hunt Pen Company in Statesville, N. C.

Another student in Catawba County, upon the completion of the Air Conditioning & Refrigeration Program was promoted to Assistant Maintenance Manager over all Klopman Mills and was

transferred to Asheboro, N. C.

Many stories could be told centered around the successes of students from other instructional areas. However, we of CVTI do not overlook the fact that some of our students that do complete programs do not succeed satisfactorily in the areas of their endeavor. CVTI, like any other educational institution, cannot control the interest and initiative of individuals. Consequently, some of those who do complete programs on a marginal basis have not always proven successful once they have been on the job.

In reviewing the total picture, we are proud to say that most of the students who have graduated from the institution have presented themselves in an excellent manner to industry and have represented the school very commendably.

TYPES OF PROGRAMS OFFERED THROUGH CVTI

CVTI endeavors to offer programs of various types. Each has definite characteristics and purposes that fall within the categories of occupational training or service classifications for the general public. It should be of interest to those who read this report or who are connected with CVTI to gain more insight as to the actual function and purpose of the individual programs. We shall endeavor to do this with brief descriptions and examples whereby we hope that a better understanding can be obtained.

One of the foremost purposes and objectives of CVTI is to operate and maintain occupational training programs compatible to the area and to serve industry and the community. Programs of this nature fall into different classifications:

(A) Technical Training: These programs are 2 years in duration and involve a comprehensive curriculum that students must follow with a ratio of 60 percent technical subject matter and 40 percent manipulative practice. Programs of this type usually fall in the classifications of Electronics, Air Conditioning and Refrigeration, Drafting and Design, Agricultural Technology and others of this nature. Students who complete programs in these areas are classified as technicians and fill positions between the engineer and the craftsman or mechanic. They are highly technical in nature, and students must be of average or above average intelligence to achieve successfully.

(B) Trade Training: This involves the training of people to handle jobs that fall into classifications such as Machinist, Automotive Mechanics, Electrician, Upholstery, Knitting Machine Fixing, etc. These programs are operated on a 1-year, full-time basis and are less technical, but more manual and manipulative in training. It is by far the most popular type of training needed in our general geographical location.

(C) Extension Programs: Of all the training programs offered in most technical and trade institutions, the Extension or Upgrading Program is by far the most numerous. This program is predominantly a night program, although many programs operate during the daylight hours.

The Extension or Upgrading Program is maintained primarily for the benefit of employed people. All types of classes can be established as the need arises or the demand warrants. For example, people working in a present occupation and who need additional knowledge to keep abreast of the changing times can enroll in such a program and acquire this additional knowledge whereby they can maintain their job.

Other programs of this nature are set up to give additional training to raise employees from one level of their employment to another level of employment.

Another purpose behind this type of education is that many employees would like to do their job in a more proficient manner, and in order to do so must receive some type of added training within their given occupation. Here again, classes of this nature are set up as the need warrants to fill the requests of the people of this area. These programs are set up in many localities as well as in the parent facility here at CVTI.

(D) Supervisory Development Training: This is a program initiated in the State of North Carolina in 1962 for the development of supervisors within industry. It was found through extensive research that many supervisors throughout North Carolina have had no formal training in the various methods and techniques of handling people, supervising people or in the actual functioning of their position. Consequently, the State of North Carolina established a comprehensive Supervisory Development Training Program which currently includes 62 various types of courses. This program has played a vital role in the over-all educational opportunities for supervisory personnel. We have been privileged here at CVTI to have had the first graduate of this type program in the entire State of North Carolina. It should be noted that there are many companies participating in the Supervisory Development Training Program.

(E) Firemanship Training: Volunteer fire departments virtually dot the State of North Carolina. In Catawba County alone there are 9 such departments and about 270 volunteer fire fighters. Citizens of the area depend upon these departments to give them fire protection, assist in salvaging personal possessions as well as private property, and to protect the woods and fields of our communities. In past years, volunteer

fire departments had little or no training in the actual operation of fire fighting equipment which has become highly mechanized as well as in developing new procedures and techniques in fighting fires of different types. Factories have sprung up in many localities in rural areas and depend wholly upon volunteer fire departments.

The State of North Carolina has set up a program of Firemanship Training patterned after their nationally recognized Firemanship Training Program of Oklahoma State University. This program is accepted by all fire commissions with the United States. It is broken down into a series of courses with individual recognition given upon the completion of each program. It covers all types of fire fighting procedures in order to more adequately control and keep to a minimum fire loss within our communities.

(F) Special Programs: Special programs are referred to primarily as federally-sponsored programs such as the MDTA, ARA programs and New Industry Training programs. This type of program originates with an employer, potential employer or with the Federal Government. In each case, information is channeled to the Department of Community Colleges in Raleigh and then re-channeled to the technical institute nearest to where the proposed

training program is to take place.

In our particular instance, we have had the responsibility of handling the MDTA programs operated primarily in Morganton. This involved training of more than 400 employees for a new shoe manufacturing company that moved into the City of Morganton. It also involved the training of more than 300 people for the Western Carolina School in the area of Psychiatric Ward Attendant. These programs are entirely financed by federally-appropriated funds and administered through the State Board of Education and the area institutes in which they fall.

INSTRUCTIONAL STAFF

The total number of instructional personnel that is required to operate CVTI would amaze the average lay person. In order to operate CVTI and conduct the various training programs that have been presented during the past fiscal year, we have employed the largest instructional staff in the history of the school. It should be noted that there have been 34 full-time and 74 part-time members of our instructional staff. Of this total number of people utilized throughout the past fiscal year, each is a specialist in his own particular field. This group of instructors has been drawn from many localities, states, industries, medical professions and from college and university staffs to mold the

educational program that was conducted during this past year.

Of the full-time staff members, 50 percent held Masters Degrees in various specialities, 24 percent held Bachelors Degrees, 8 percent held 2-year degrees or the equivalent. Eighteen percent of our staff is non-degreed, but obtained specialized training in their particular field with outstanding achievements in industry.

Part-time instructional staff qualifications in regard to the number of degrees obtained and other educational background was far too numerous to compile for this type of report. However, each was recognized as an authority in the area in which they were employed. They held all types of degrees including Bachelors, Liberal Arts, Masters and Engineering.

LIBRARY

The library is one of the keys to the quality program in the offerings of any institution. Without an efficient and well-organized library of reference materials, research and general study cannot be conducted by the student body or the staff. Throughout this past year, we have increased our shelving capacity for library materials by 100 percent and have better than 5,000 volumes in use. Records kept by the librarian indicate a rapid increase in library use by students and staff.

During this past fiscal year, we have been limited to a part-time librarian which has handicapped the over-all use of the library considerably. However, we are glad to report that in the forthcoming year, we shall have a full-time librarian and definite schedules will be set up for library use.

We are further handicapped in our library by the lack of adequate shelving. We currently have several hundred volumes stored due to the lack of shelf facilities. Another problem we are encountering is that the library was originally designed for a library-conference room combination whereby we could hold various meetings. We frequently have to use the library as a classroom and conference room, thus further limiting the use of this valuable educational tool.

One of our most crucial needs at CVTI is an enlarged library and study area for general use. We hope that in the future additional space will be retained for instructional purposes whereby we can utilize the present Engineering Technical Secretarial facility plus Room 1 for library purposes. We anticipate the addition of several thousand volumes to be furnished by the State to CVTI throughout the 1964-65 school year. Again, these volumes will undoubtedly end up in storage due to the lack of shelving and adequate control in the use of these materials.

PUBLIC RELATIONS

Public relation activities contribute greatly to the success of our operation and are vitally essential in the development of CVTI in the future. No one media can suffice in this area and public relations work must be carried on in many different ways. The most predominant methods utilized in public relations by CVTI are as follows:

(1) Printed Material: We have utilized basically four different types of printed materials to spread our message before the people and for student recruitment purposes.

One of the main types of printed materials has been a school catalog which gives complete details of courses including course descriptions and procedures for enrollment along with various other pertinent information. These materials are freely distributed among prospective students, guidance counselors and other interested parties throughout the area.

We also utilize the individual program brochure where people are interested in a specific program. Rather than use an expensive catalog, we give these people a brochure describing the particular program they are interested in. These prove to be quite valuable and economical for mass distribution, particularly in College Day and Career Day activities.

Prior to the beginning of each quarter and the beginning of each Extension Program, we distribute approximately 3,000 individual brochures to educators, people of industry, the general public, etc. These brochures list the various courses that will be offered and pertinent information on each course.

This past year we employed a new technique of printed materials in the form of a printed display poster which contains a mail-back card. This procedure is very similar to the recruiting procedures used by the Armed Services. We have found that this has a degree of productivity in giving us leads on prospective students and students who are interested in specific instructional areas.

(2) School Visitations: The various staff members of CVTI have made repeated visitations to more than 50 area high schools for the purpose of recruiting, working with counselors, and spreading the story of "Occupational Training." In our judgment, this is one of the main methods of recruiting and establishing definite working relationships between the public schools and CVTI.

(3) Civic Meetings: All of our administrative staff and many of our instructional staff have conducted meetings or spoken at programs for every civic organization in Catawba County, plus numerous other civic organizations outside Catawba County. This

gives us an excellent opportunity to tell about the Institute, its purposes and objectives and what it can do for the citizens of Catawba County and the surrounding area. It is felt that these meetings are good to inform the people, but rarely do they produce student results.

(4) News Releases: Extensive news releases have been made throughout the fiscal year. These include releases and write ups both to local newspapers and radio stations concerning classes, schedules, late developments, student placement, etc. We compliment the news media and appreciate the tremendous assistance that they have rendered to CVTI. However, we do have the opinion that more work could be done in the way of editorials and block-type advertising prior to the beginning of each quarter, listing the courses time of classes and instructors.

(5) General: CVTI presented a form program and dinner for the benefit of school personnel, and in particular guidance counselors, for the purpose of explaining in detail the operation of CVTI and the opportunities open to students taking our programs.

At this time we offered our assistance to any of the schools where guidance was needed in occupational training areas, and explained in detail to them how students should make formal application and the requirements for the individual areas.

At this dinner, CVTI recognized the five main news media of the area by presenting them with certificates of appreciation for the tremendous assistance rendered to this fine institution of Catawba County.

(6) Open House: It has been customary for this Institute to conduct an "Open House" at least once a year, and in some cases twice a year for the benefit of the general public. Each time this has been conducted, it has been extremely successful. As in past years, an "Open House" was conducted at CVTI during the 1963-64 school year. The significant point about this Open House was that it was completely student organized and student administered, with assistance from the staff; but, primarily a student-sponsored Open House.

(7) Visitations by Schools and Industry: Throughout the past year, as in previous years, we have conducted programs and tours of the facility for industry and public schools. People from industry never cease to be impressed on the operation of the institution and the scope in which educational opportunities exist. This is particularly true for those who have never taken the time to visit CVTI. Many of our industrial visitors are from other localities other than Catawba County and usually express an opinion that they wish such a school existed in their area.

SIGNIFICANT CHANGES DURING THE 1963-64 SCHOOL YEAR

In the past year, a number of significant events have taken place at CVTI that have a direct bearing on the future of this institution. It should be noted that each change that takes place is a minor development in the over-all future of this institution.

However, when one inventories a complete year's activities and events, he realizes a tremendous development within the institution. This development involves staff, additional services to the public, and others that tend to cement an institution into an over-all legend.

We have singled out ten major events and developments that have taken place during the past fiscal year which we feel are significant and worthy of mention:

(1) NEW PROGRAMS AND SERVICES: During this past fiscal year, there has been added to the total curriculum six new areas of instruction. Of these new areas, four are available to women and offer opportunities where heretofore we have been limited.

The new programs are as follows:

1. ENGINEERING TECHNICAL SECRETARIAL
2. ELECTRICAL INSTALLATION & MAINTENANCE
3. LICENSED PRACTICAL NURSE

4. BUSINESS ADMINISTRATION

5. DIESEL MECHANICS

6. AGRICULTURAL BUSINESS TECHNOLOGY

These areas offer excellent opportunities for both men and women by providing training that can be taken on a local-commuting basis at a cost not prohibitive to anyone who honestly desires to pursue one of these new curriculums.

The Licensed Practical Nurse Program is being offered cooperatively with Cannon Memorial Hospital in Banner Elk and Caldwell Memorial Hospital in Lenoir. This has been necessary due to the lack of local facilities which involves adequate classrooms, laboratories and up-to-date hospitals for clinical experience. We hope that in the future these two programs can be incorporated into our own physical facility and operated in conjunction with the new Catawba County Memorial Hospital.

(2) ADMINISTRATIVE STAFF: We have had two major developments in this area that make the over-all operation of the CVTI more efficient and serviceable to the public in general. It has been our good fortune during this past year to add a full-time counselor to our administrative staff to counsel students, maintain student records, recruit students and conduct public relations with the various school systems throughout the area.

We have also been able to add a full-time night supervisor to our staff to conduct the over-all night program from 4:30 to 10:30 P.M. This is one of the large student enrollment periods often averaging between 250 and 450 students per evening. This position is a unique one in that the supervisor must be capable of working with pre-employment programs, setting up all types of upgrading and supervisory programs, hiring staff, and compiling the various required reports.

Another addition to our staff has been a full-time bookkeeper. Due to legislative changes and the total philosophy changes developed through the past year, the accounting procedures have more than tripled and made it mandatory that a full-time bookkeeper be retained to handle the vast amount of work required in finances.

It might be noted that each of these positions were previously handled by members of the administrative staff, often creating an overlapping of responsibilities which at times became rather confusing. We feel this has been a major development in our over-all operation and one which will enable us to become more effective in the administering of CVTI in the future.

(3) STATUS OF CVTI: During the last General Assembly meeting, Public Law HB140 was passed, making our institution a

part of the Department of Community Colleges under the State Board of Education. This is a significant change in that it enables an institution to grow and develop its services according to the abilities, needs and the imagination of each individual community.

The Department of Community Colleges has approved for the 2-year Associate Science Degrees the following programs:

1. ELECTRONICS
2. AIR CONDITIONING AND REFRIGERATION
3. AGRICULTURAL BUSINESS TECHNOLOGY

It is also anticipated that the BUSINESS ADMINISTRATION and the DRAFTING AND DESIGN TECHNOLOGY programs will both be approved during the 1964-65 school year for the 2-year Associate Science Degree. All other 1-year programs were approved by the Department of Community Colleges for the 1-year certificate.

CVTI has been most fortunate in the number of programs approved by the Department of Community Colleges. We rank well in the top two or three schools throughout the State for total number of programs approved by this Division.

(4) INSTRUCTIONAL STAFF: CVTI has made tremendous strides in securing high-quality instructors who are adaptable to the type of instructional program currently being carried on.

It is felt by the administration that CVTI has now attained the highest level of instructional personnel ever assembled since the institution began in the fall of 1960. It should be pointed out that for the first time, CVTI will enter a new year with a complete complement of teachers.

It has been a long and tedious job of securing personnel of the quality CVTI currently has. We are proud to announce that every single instructor will have had both industrial experience and teaching experience. In most cases they will have obtained degrees of one type or another.

(5) QUALITY OF STUDENTS: Our observations to date have been that each year the institution operates, the quality of the student body becomes higher. Students appear to be better qualified for the various occupational training programs that they are pursuing. They also seem to have more definite goals. This can be contributed to several factors. One factor is a better understanding of CVTI in the public eye. Probably the next most important factor contributing to the quality of students is the understanding of many young people that education is a vital necessity for those who desire to get ahead in today's complex society.

It should also be pointed out that the institution

conducts various types of programs for all level students. Although we strive for and appreciate the higher quality and intellect which some students possess, there is room in CVTI for students who do not enjoy or possess the mental abilities of others.

(6) CURRICULUM DEVELOPMENT: Several years ago, the Department of Public Instruction established a Curriculum Materials Laboratory for the purpose of developing instructional guides in the various curriculums offered in the system of Industrial Education Centers.

During this past year, 1963-64, this department has blossomed out into one of extreme importance in the development of the Community College movement. This importance has been contributed to the development of curriculums and course outlines within the curriculums, thereby utilizing the best information available from educators and industry in developing the guideline curriculums for the various institutions.

This has been a big contribution in that the State has definitely set up its goals and objectives of proficiency for each curriculum, and it also leaves latitude for the individual institution to add courses to these curriculums. Therefore, each geographical area will have an opportunity to incorporate local interest and aspects and to fit the local need.

(7) DISCONTINUING OF HIGH SCHOOL STUDENTS: The State's official ruling on discontinuing high school students from the various Industrial Education Centers and Technical Institutes has been a step forward in completing a system of education beyond the high school similar to college and university training, but not replacing the higher education institutions. The purpose of this movement is to create a total educational pattern to fit the needs of the majority of the people. It will enable people to continue through public education grades 1 - 12. Those who prefer professional training in colleges and universities can pursue that area, and those who desire to follow technical and trade programs may pursue in this direction.

(8) 5-YEAR PROJECTED PLAN: On April 2, 1964, the CVTI Board of Trustees adopted a projected tentative 5-year plan which would call for the increasing of current facilities by approximately 30,000 sq. ft., by 1966 and an additional projection of 14,000 sq. ft., by 1968 with the thought of becoming a Community College by 1970. This is the first time since the establishment of CVTI that such a plan has been projected for growth and expansion of this institution. It is felt that it is essential that such a plan be adopted and followed as near as possible in order to increase the services to the people and industries of the area.

(9) ADDITION OF A LIFE SCIENCE BUILDING: Upon the initiation of Agricultural Business Technology to CVTI, it became quite apparent that there was a need for a Life Science or Biological Building. It was first thought that this could be established through a very small addition. As the idea progressed and plans expanded, a building of approximately 1600 sq. ft. blossomed out which would contain two laboratories, a small storage area, bathroom, and office. This addition to CVTI will be of extreme importance and value in that it will give us an additional laboratory in which to conduct classes, both day and evening, taking the pressure off the current facility as well as providing a model Life Science Laboratory equal to or better than any currently existing throughout the State.

(10) STUDENT COUNCIL AND YEARBOOK: It should be pointed out as a significant development the establishment of a Student Council and the publishing of a yearbook, both of which are "firsts" for CVTI. These developments may not seem important to the lay person, but they are quite significant to the student body in that they tend to create a group of students with a common interest and a common goal to work toward while attending CVTI.

It has been pointed out many times by people of high authority and consultants throughout the United States that the development of any institution is greatly enhanced when the student body has common grounds upon which they can work and develop an active interest in the institution they are attending.

ADOPTION OF 5-YEAR PLAN

On April 2, 1964 at a regularly scheduled meeting of the Board of Trustees, a tentative plan of development was adopted officially. Approximately 32,000 sq. ft. of additional floor space was recommended for the expansion of classrooms, laboratories and offices to provide space for existing and new programs. If the goals are reached as outlined in the projected plan, the following data will be significant:

- (1) Six new curriculums will be added to serve the people and industry.
- (2) Potential enrollment will increase to approximately 700 people in pre-occupational training.
- (3) Full-time instructional staff will increase to 55 full-time instructors.
- (4) Adequate library facilities will be realized.
- (5) Our institution will become a true, comprehensive Technical Institute.
- (6) Approximately 46,000 sq. ft. of floor space will be added to present facilities.

- (7) Increased occupational training for women will become a reality.
- (8) Better service to the people and industry will be obtained.

The comments made are quite general; however, the important point to bear in mind is the need for additional facilities in order to do the present job of instructing at a higher level and also to establish additional services whereby the people and industry can have an equal representation of training.

1963-64 FISCAL AFFAIRS

Throughout 1963-64, CVTI experienced drastic changes in the procedures of bookkeeping and handling fiscal affairs. New methods and procedures were adopted by the Department of Community Colleges to comply with State and Federal regulations. With these changes, it became necessary to employ a full-time bookkeeper to maintain accurate and detailed reports. It should be understood that there is no comparison between the procedures used in public schools and the procedures the CVTI is required to follow.

Actual funds for operating CVTI are derived from three (3) sources primarily, and the percent of participation varies accordingly. For example, State and Federal funds comprise 60 to 70 percent of the total operating budget. Students contributed approximately 15 to 20 percent, and the local county contributed about 15 to 20 percent of the operating budget.

To date, capital outlay for new building and improvements has been furnished locally with funds provided by County Commissioners.

In the operation of CVTI, like any institution of this nature, one of the main expenses encountered is for equipment. Funds for expenditures of this type come from State and Federal funds with little if any from local tax allocated funds. At the present time, CVTI has equipment valued at approximately one million dollars.

Mention should be made that although CVTI receives funds - from the three principal sources, there is another source from which assistance is received. Local industry and private citizens make numerous contributions to CVTI in scholarships, supplies, and equipment. We are extremely grateful for contributions of this type for they allow latitude in operation and enable CVTI to include many aspects of training not accounted for in operational budgets.

Scholarships are of particular interest to CVTI. CVTI currently has 14 scholarships given by two industries. It is hoped that in the future various industries and service clubs will establish scholarships on a general basis, not designating a specific area of instruction. This would allow students to pursue

programs of their own interest and choice.

The following figures are tentative and subject to audit, which will be completed sometime early in July by the State auditor:

A. Operating Expense - State & Federal	\$326,604.68
B. Operating Expense - County	28,395.00
C. Capital Outlay - County	<u>7,100.00</u>
	\$362,099.68
D. Equipment Purchase Expense during 1963-64 made by the State, but not subject to operational audit.	<u>78,100.00</u>
APPROXIMATE GRAND TOTAL for 1963-64	\$440,199.68

RECOMMENDATIONS

I would like to submit a number of recommendations that we feel would be important in the development of CVTI for the public and for industry. The recommendations presented are based on the experience gained through the past four years, experiences of other institutions throughout North Carolina, recommendations from the Department of Community Colleges, and the State Board of Education. Many of these recommendations mentioned are not new, but we have attempted to consolidate various ideas of major importance into an organized pattern.

Recommendations of major importance are as follows:

(1) ADDITIONAL BUILDING: It is imperative that additional space be provided in order that the current programs as well as additional services to benefit the area be developed. It is felt that we should strive for a 30,000 to 32,000 sq. ft. building according to the tentative projected plan as rapidly as possible.

(2) EXPANSION OF SERVICES: Our geographical area is a complex society involving industries of various types and purposes. Some fall in the classification of services, some in manufacturing, some in wholesale and retailing, and others in agriculture. The current program as conducted by CVTI does not represent a cross-section of our area, but merely touches on a small portion of the services actually needed in Catawba and surrounding counties.

Specifically, we recommend the development of the Health Service areas, Furniture manufacturing, Business Administration and Secretarial. These represent a few general programs badly needed in our geographical area. We are in need of additional training programs for women since nearly 45 percent of all employed people in the area are women. Yet, we offer very little in the way of pre-employment training for this source of manpower.

(3) ACQUIRING OF ADDITIONAL LAND. It is pertinent that additional acreage be acquired as rapidly as possible in as large a quantity as funds will permit. One of the requirements of the Department of Community Colleges is that sufficient land be obtained to create a campus-type institution for future parking and development. Due to our location on Highway 64-70, it is important that land be purchased as soon as possible since there is considerable evidence that various businesses, housing developments, and other interests are obtaining land on this busy highway at a very rapid pace. It is an established fact that the land will continue to increase in value and even more so as it is developed. Therefore, we feel that it is imperative that this additional land be acquired as rapidly as possible for the future of this institution.

(4) PAVING OF PARKING AREA. Frequently, the parking areas of institutions are overlooked and downgraded in importance for the over-all operation and development of the institution. However, it has been proved many times over that parking areas contribute greatly to any institution in public relations.

We strongly recommend that steps be taken to pave the existing parking area at CVTI as soon as possible for two basic reasons:

1. It is a definite inconvenience to our people, particularly in times of bad weather and winter.
2. A terrific problem exists with the fine, crusher-run stone that sifts into the building and becomes attached to various pieces of intricate equipment causing the ways to become damaged and the instruments to lose their correct calibration.

(5) STUDENT CENTER: It is a proved fact that a Student Center where students can congregate between classes, eat lunch, and have some student activities is a tremendous asset to any institution whether it be a college, high school or a technical institution. Currently, our students have no specific place where they can gather in any number, and in most cases must eat their lunches in cars, halls or individual classrooms thus creating a number of problems. Space does not exist for Student Government to meet.

The current operation does not allow for the cementing of a student body into an over-all group of students loyal to an institution which is so vital in its development. We strongly recommend that a Student Center be given serious consideration in the development of the CVTI.

(6) PUBLIC RELATIONS: We feel strongly the need for developing public relations beyond the point where it is now.

We are speaking specifically of a more direct contact with the various industries and businesses throughout the area. It is almost impossible to communicate with the various industries due to number and the lack of time on the part of the administration to visit each industry personally and spend the time that is required to find out how we can assist them in their problems and offer our services.

- We are continually running into people who do not understand our program, have a misconception of our operation, and hesitate to present their training problems to us for consideration. If possible, some direct method of communicating between industry and CVTI should be established. However, at the present time we are unable to make a concrete recommendation as to how this might be accomplished due to the nature of the area and the lack of an industrial development association.

SUMMARY

In summarizing this Annual Report which we feel gives an over-all picture of CVTI's activities throughout the 1963-64 school year, considerable progress can be noted. In general, for the first time since the establishment of the institution we know exactly where the State plans for us to go and how it proposes to

accomplish this goal. We can also point out that for the first time we will be able to enter a new year's activities with a complete instructional staff, one of which is of a higher caliber than ever before assembled since our operation began.

Much can be said for curriculum development that has taken place in this area throughout the past several years. Curriculums have been produced that are acceptable to industry, educators, and to various accredited agencies that strive to secure industrial personnel of high quality and maintain standards for such. It is generally felt among the staff and administration of CVTI that we have reached the threshold of developing into an institution of quality and prestige of which Catawba County can be proud.

We do not want to minimize the problems that lie before us, but many of the initial problems encountered have been overcome thereby allowing us time to serve the people of the area. It is also our opinion in summarizing this report that the recommendations presented should not be minimized, but taken very seriously and accomplished if at all possible.

It should be understood that CVTI like many of the other institutions similar to this one will be competing for the same students. If the institution remains status quo, it will have a difficult time surviving.

In closing, it can be said that under the current State plan for development, CVTI can progress according to the imagination and desires of the people in the locality in which it exists. We have the ability of becoming a comprehensive, recognized, quality institution setting an example for the area and for the State, or we have the choice of remaining "status-quo" and letting the world pass us by.

